

**MEETING  
PROCESS  
ROLL CALL**

**A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency**

**ACTION - RECORD ATTENDANCE and IF ANYONE IS IN THE ROOM WITH TRUSTEE AT THE START OF MEETING.**

NAME OF MEETING PARTICIPANTS	PRESENT AT (time entered)	OTHERS IN ROOM
Patti Osgood	5:30	No one
Angelica Ladd	5:30	No one
Debra Kreutzer	5:30	No one
Anne Crotti	5:30	No one
John Capuco	5:30	No one
Lynn Piotrowicz- DIRECTOR	5:30	No one
Erin Longan – NOTE TAKER	5:30	No one

**ITEM 1**

**Public Forum – The LIBRARY DIRECTOR will unmute you if you raise your hand.**

NAME OF PUBLIC MEMBER ATTENDING
Mary Corsetti – Friend of Tucker Free Library
Bethany Newcomb – Friend of Tucker Free
Sylvia Lennox – Friend of Tucker Free
Denise Getts – TFL Staff

**ITEM 2**

**Minutes of Meeting: April 28, 2020**

**MOVE TO ACCEPT: Patti Osgood                      SECONDED BY: John Capuco**  
**VOTE**

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

**Treasurer’s Report**

- a) Y-T-D Summary & Monthly Expenditure Manifest

**MOVE TO ACCEPT: Deb Kreutzer                      SECONDED BY: Anne Crotti**  
**VOTE**

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

- b) Personnel Timesheet Review

**ACTION – Suspended until that time the treasurer can physically review and sign**

- c) COVID19 Grant Funding Update – Provided receipts and supporting documentation to Russ Roy at Town Hall. They are submitting grants and will reimburse TFL if/when funds are received.

- d) Monies to Be Accepted:

**NONE**

**ITEM 4**

**Friends’ Update and Memorandum of Understanding –**

**MOVE to ACCEPT: Deb Kreutzer                      SECONDED BY: Patti Osgood**  
**VOTE ON ACTION**

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES

John Capuco	YES
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**ITEM 5**

**Epidemic/Pandemic Policy – 3rd Reading**

**ACTION – Review policy.**

**Suggested to have just the policy posted on library website. Procedures will be separate.**

**MOVE to ACCEPT: Deb Kreutzer**

**SECONDED BY: Patti Osgood**

**VOTE ON ACTION**

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

**ITEM 6**

**Pandemic Service Plan as Presented by Staff**

- a) Curbside Service Plan. 72-hour quarantine on returned materials, but outgoing materials will not be quarantined
- b) Hours & Scheduling. 5-hour shifts, T-Th, 1-6pm; Fr & Sa, 9-2
- c) Employee Safety. Enter through back door and each have own PPE kit
- d) Home Delivery
- e) Computer Access
- f) Public Relations, Signage, and Press Release. Announcement ready to send out as soon as stay-at-home order is lifted detailing library plan for accepting materials back and reserving materials for curbside pickup.

**ITEM 7**

**Additional Pandemic Policies and Procedures - None at this time**

**ITEM 8**

**Other: 1. Town Meeting 6/6**

**2. Lynn Piotrowicz has become a board member of White Birch Community Ctr.**

**ITEM 9**

**Next Meeting: Thursday, June 23, 2020 at 5:30pm**

**ADJOURN  
PUBLIC  
SESSION**

**MOVE TO ADJOURN BY: Patti Osgood**

**SECONDED BY: John Capuco**

**VOTE**

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

**NAME OF NOTE TAKER: Erin Longan**

**RECORDING SECRETARY: Angelica Ladd**